

CONFIDENTIAL

Volunteer Application Form

Thank you for your interest in volunteering for Vision25. The information you provide in this application form will help us decide how you might be able to help us. It is helpful if you can give us as much information as possible about your experience, interests and availability to volunteer. If you have any questions, please do not hesitate to contact us on the details at the end of this form.

Part 1 – Personal Information

Title:	
First Name(s):	Daytime Tel No:
Surname:	Evening Tel No:
Home Address:	Mobile No:
	Email Address:
	National Insurance No:
Post Code:	
Date of Birth:	

Part 2 – How did you hear about us? (please tick)

<input type="checkbox"/>	Word of Mouth	<input type="checkbox"/>	Media (radio, TV, newspaper)
<input type="checkbox"/>	School, college, university	<input type="checkbox"/>	Leaflet or poster
<input type="checkbox"/>	Event	<input type="checkbox"/>	Volunteer centre
<input type="checkbox"/>	Internet	<input type="checkbox"/>	
Other – please give details:			

Part 3 – Your Interests And Reason For Applying To Volunteer

What do you hope to gain from volunteering with us?

Please tell us about any hobbies or interests you have that might be relevant to the role you have applied for.

Part 4 – Your Availability

What days and times would best suit you and how often would you be able to volunteer? We are open Mon – Fri 9 – 3:30 & Sat 10 – 2 pm.

Part 5 – Your Skills And Experience

Please tell us about any paid/voluntary work experience you have which may be relevant to this role.

Please tell us about any skills, qualifications or training courses that you have which may be relevant to this role.

Please tell us about any qualifications or training you are currently studying for.

We sometimes need volunteers with particular skills. Do you have any of the following skills?

Please tick any of the boxes which apply:

<input type="checkbox"/>	Sign language	<input type="checkbox"/>	Makaton
<input type="checkbox"/>	MIDAS mini-bus certificate	<input type="checkbox"/>	Basic food hygiene
<input type="checkbox"/>	Fundraising	<input type="checkbox"/>	First aid
<input type="checkbox"/>	Driving license (car)	<input type="checkbox"/>	Languages (other than English)
<input type="checkbox"/>	Team Teach	<input type="checkbox"/>	

Please state any additional languages you speak

Do you have any other skills you would like to share with Vision25?

Please give details below

Part 6 – References

Please provide details of two people **who have known you for at least two years** that we can ask for references regarding your work/studies/experience and your suitability to volunteer with Vision25. Wherever possible, these should be current/past employers, places you have volunteered or a teacher/tutor/social worker. If you are unable to provide referees from these areas, please note this and we will contact you to identify appropriate referees.

1. Title: Mr/Mrs/Ms/Miss/Dr	2. Title: Mr/Mrs/Ms/Miss/Dr
Name:	Name:
Address:	Address:
Postcode:	Postcode:
Tel No:	Tel No:
Email address:	Email address:
Occupation:	Occupation:
How do you know this person?	How do you know this person?
When did you last have contact with this person?	When did you last have contact with this person?

Part 7 – Support And Health Needs

Do you have any disabilities, health needs or extra support needs that we should be aware of when organising your volunteering?

Yes/No

If **yes**, please give details to help us to plan your volunteering

Part 8 – Emergency Contact Details

Please give details of someone we may contact in an emergency if needed

Full name:

Address:

Tel No (s) Day:

Evening:

Mobile:

How are you related to this person?

Part 9 – Declaration of Criminal Records and Disqualifications

As a Community Interest Company (CIC) we have a duty to protect the young adults and families with whom we work. The volunteer role you have applied for will impact on what information you are required to disclose under the 'Rehabilitation Of Offenders Act 1974' and/or the 'Childcare Act 2006'. For the volunteer role you have applied for, please declare any criminal convictions as follows:-

		Yes	No
1	Have you ever been convicted of a criminal offence or cautioned, reprimanded or given a final warning by the police ('spent' or 'unspent')? <i>(please read the 'criminal record information' guidance in the covering letter on which information to disclose before answering this question)</i>		
2	Are you disqualified from working with children or vulnerable adults/protected adults?		
3	Are you aware of any police enquiries following allegations made against you, which may have a bearing on your suitability for the role? If 'yes', please give details of all offences, penalties, and/or police enquiries and dates on a separate sheet of paper, in a sealed envelope, marked confidential, for the attention of the director.		
4	I understand that the relevant checks for the role I am applying for will be sought.		
5	Are you registered with the DBS update service?		
6	What is your current DBS number?		

Part 10 – Data Protection

At Vision25 we value your support and promise to respect your privacy. The data we gather, and hold is managed in accordance with the 2018 GDPR General Data Protection Regulations. We will not disclose, or share, personal information supplied by you with any third party organisation without your consent. We would like to keep you informed about the vital work we do and of volunteering opportunities that may be of interest to you, however if you do not wish to receive this information, please let us know by ticking this

Part 11 – For Parents/Guardians Of Volunteers Under 16 Only (please tick)

<input type="checkbox"/>	I give permission for the above person to volunteer with Vision25 and for Vision25 to hold their details on file.
<input type="checkbox"/>	I understand that Vision25 will ask the above person to agree to adhere to all relevant policies and procedures and to sign forms during training appropriate to their role.
Signed:	Print Name:
Date:	Relationship to prospective volunteer:

Part 12 – Photography and Film Consent

Vision25 often takes photographs or video film for information and publicity purposes. These images may appear in our printed publications, on our website or on our social media sites. We may also send them to the news media.

We require your permission to do this. We may also use photographs or video films as part of our programme of activities where young adults create their own photographs or films.

Please answer the questions below, then sign and date.

Please circle: yes or No

Please cross out any option in the question that you do not want your photo/film to be used in/on.

	Please circle one	
May we use your image in printed informational, publicity or promotional literature produced by vision25, including leaflets, posters, newsletters and other display material?	Yes	No
May we use your image on Vision25’s website?	Yes	No
May we use your image on Vision25’s YouTube account?	Yes	No
May we use your image on Vision25’s social media sites, including Facebook, Twitter, Instagram and Flickr?	Yes	No
I understand that websites and other online media can be seen thought out the world, and not just in the United Kingdom, where UK law applies.	Yes	No
We regularly send publicity material about our service, including photographs where appropriate, to the news media, especially the local press. Can we use your photograph in this way?	Yes	No
Would you like us to add you to our volunteer group page on Facebook? If so add your FB name.		

Signature Date

Please print your name in capitals

Part 13 – Declaration

I understand and agree that data contained in this application form will be used for volunteer recruitment purposes and will be held on a computer database. I also agree to Vision25 holding this form in paper format in a secure area.

I confirm that the information I have given is correct and complete and that any false statements or omissions may result in my services to be terminated.

Signed:

Date:

Are you aged under 16? Yes/no

If answered **yes**, please ensure that part 11 is completed.

Many thanks for taking the time to complete this form. Please return your completed form to Vision25, Ground Floor, Richard House, Sorbonne Close, Stockton-on-Tees. TS17 6DA, or email to info@vision25.org.uk

Please email us regarding any queries regarding your application to become a volunteer at info@vision25.org.uk

FOR OFFICE USE ONLY

Date sent:-

Date returned:-